

Fiscal and Policy Analyst (Capital Outlay Coordinator)

Salary: Up to \$131,724, depending on qualifications and experience

Legislative Analyst's Office Sacramento, California

The state spends billions of dollars each year on infrastructure—constructing or renovating facilities for schools, colleges, prisons, hospitals, state offices, and a variety of other public purposes. This assignment is the office's primary fiscal and policy advisor on how the state plans for, finances, and builds its capital outlay facilities.

The assignment entails three major responsibilities:

- ***Statewide Policies/Processes.*** This assignment is primarily responsible for understanding, reviewing, and critiquing the state's public policies relating to capital outlay programs and procedures. The capital outlay coordinator is expected to develop recommendations on how to improve the state's infrastructure planning, delivery of capital projects, and facilities management. This involves working with the Department of Finance (the administration's primary fiscal and control agency) and the Department of General Services (DGS) (the state's main property manager).
- ***Office-Wide Coordination of Capital Outlay Issues.*** The office has other analysts—located in program-area sections (such as education, resources, transportation, and corrections)—who will review specific project proposals in their areas. The capital outlay coordinator will assist these analysts when appropriate. It is important for all the analysts in the office with capital outlay responsibilities to communicate with each other to ensure office-wide consistency. The capital outlay coordinator will take the lead in these matters. This entails such tasks as: (1) leading periodic meetings of the affected analysts to discuss common areas of interest, (2) heading up team projects on required or self-generated reports involving capital outlay, (3) helping to resolve differences in the way the office approaches proposed projects, and (4) developing training materials and training staff in the capital outlay area.
- ***Project/Program Review.*** This assignment is also specifically responsible for reviewing capital outlay projects under DGS. These are mainly state office buildings, but also include the state's seismic safety program. The coordinator is also responsible for reviewing all DGS program activities relating to facilities and land asset management.

Desired Background/Experience. We hope to fill the position with a senior-level person. The ideal candidate will have: (1) infrastructure-related experience (such as civil engineering, architecture, construction, or construction project management), and (2) familiarity with current trends in the methods of acquisition, leasing, design, construction, operations, and maintenance of public facilities. In addition, a public policy background (such as a master's degree in public policy, public administration, or economics) is highly desirable. Work experience in a relevant area can be substituted for the educational requirements.

Background Information

The LAO has served the Legislature and the people of California for over 65 years. The office currently employs 44 analytical and 13 support staff. Staff of the LAO are hired and promoted on a merit basis and are exempt from civil service.

The LAO enjoys a national reputation for the quality and nonpartisanship of its analyses and staff.

Application Process

For information on [how to apply](http://www.lao.ca.gov), please visit www.lao.ca.gov.